No.12(1)/2013-DBA-II/NER
Government of India
Department of Commerce & Industry
(Deptt. of Industrial Policy & Promotion)
Udyog Bhawan, New Delhi –110 011

Dated: 16th December, 2013

To,

The Principal Secretary (Industries) of the State Government of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh, J&K, Uttarakhand, West Bengal, Andaman & Nicobar Islands and Lakshadweep.

Subject: General Operational Guidelines for handling subsidy claims under Freight Subsidy Scheme (FSS), 2013.

Sirs,

I am to invite the reference to notification dated 22.01.2013 on Freight Subsidy Scheme (FSS), 2013 and to enclose herewith General Operational Guidelines under FSS, 2013 for guidance and for strict compliance by all concerned.

Yours faithfully,

(Arun Kumar)

Under Secretary to the Government of India
Tel.No:2306 3096

Copy to:
2. CMD, NEDFi/ M.D.,HPSIDC/ M.D.,SIDCUL/ M.D.,JKDFC.

Copy also to:
1. PSO to SIPP
2. PPS to AS&FA
3. PPS to JS(SS)
4. PPS to CCA
5. PS to Director, Finance
6. NIC, Udyog Bhawan for uploading on the website of DIPP
7. Hindi section for making available Hindi translation

(Arun Kumar)

Under Secretary to the Government of India
Tel.No:2306 3096
FREIGHT SUBSIDY SCHEME (FSS), 2013

(GENERAL OPERATIONAL GUIDELINES FOR HANDLING SUBSIDY CLAIMS UNDER THE SCHEME)

Note:- The operational guidelines given hereunder is for guidance of all concerned and it is to be read in conjunction with the provisions of the FSS, 2013 notified on 22/01/2013.

-------------------------------------------------------------
Acronyms used
-------------------------------------------------------------
1. GM – General Manager
2. DIC - District Industry Centre
3. DIPP - Department of Industrial Policy & Promotion
4. NEFT – National Electronic Fund Transfer
5. RTGS – Real-Time Gross Settlement
6. DI - Director of Industries
7. SLC – State Level Committee
8. APR - Annual Progress Report

(i). The State Government/Union Territory Administration concerned shall lay down a system of pre-registration of industrial units which seek to apply for subsidy under the scheme. The pre-registration has to be done prior to commencement of commercial production. At the time of such registration, the unit shall declare its capacity as indicated in Industrial Licence/ Industrial Entrepreneur’s Memorandum (Part – A)/ Entrepreneur’s Memorandum–I. In case the installed capacity varies from the declared capacity, the same may be taken on record at a later stage by the State Govt.

(ii). The General Manager (GM) of the District Industry Centre (DIC) concerned shall be the competent authority to issue Registration Certificate.

(iii). Registration should not be granted by the DIC on the basis of incomplete information/documents. New units will submit their application form for registration under FSS, 2013 as per Form 1A. General Manager, DIC may issue certificate of registration as per Form 1A.1. Documents to be submitted along with the application form for registration is mentioned in the Check List which is in Form 1A(i). Existing units undergoing substantial expansion may submit their application in Form 1B and after carrying out physical verification of the unit, GM, DIC may issue certificate of registration as per Form 1B.1. Documents to be submitted along with the application form is in the Check List which is in Form 1B(i).

(iv). It may be ensured that no industrial unit should be registered for benefits under the scheme if it is covered under Negative List provided under Annexure – II of the scheme notification.

Page 1 of 4
(v). A quarterly report on registration of the industrial units shall be forwarded to Department of Industrial Policy & Promotion (DIPP) by the State Government (Directorate of Industries) within 15th day of the next quarter.

(vi). The claims for subsidy under the Scheme have to be submitted to the DIC concerned as per the Check-list given in Annexure – III & Annexure – IV (for first claim) and as per Check-list given in Annexure – IV (for all subsequent claims) of the scheme notification, within one year from the date of incurring expenditure on transportation of raw material and finished goods on which subsidy is being claimed by it. The time period of one year will be counted from the first day of the quarter for which subsidy is being claimed. The date of receipt of raw material at the premises of the industrial unit / date of dispatch of finished goods by the industrial unit shall be treated as the date of incurring expenditure.

(vii). The DIC must certify that the claim Application Form for subsidy is complete in all respect and accompanied by all the requisite documents as per the Check-lists provided in the scheme notification. Incomplete applications without the requisite documents should not be considered under any circumstances.

(viii). All entries in the claim application form should be carefully checked by the dealing officer with reference to the original documents submitted with the claim application. It should also be ensured that entries are not based on wrong information.

(ix). The DIC must date-stamp each claim application as well as all the pages of the documents enclosed with the application. A running serial number (specific to each DIC) shall be indicated on each claim application as and when received.

(x). The subsidy claim should not be considered if the claim under that scheme is sub-judice.

(xi). All transaction/payments made by the industrial units must be through “A/c payee cheque/Demand Draft/NEFT/RTGS” only. No payment in cash shall be considered eligible for computation of subsidy.

(xii). The authorized official of the DIC shall carry out periodical checks, to ensure that the raw materials and the finished goods, in respect of which subsidy under the scheme has been given, were actually used/produced for the purpose by a system of scrutinizing of consumption of raw materials and the output of the finished goods and cross verification with power consumed, payment of VAT, excise duty etc. The report of such periodical checks shall be placed in the meeting of State Level Committee (SLC) for the industrial units whose subsidy claims are being considered in the said meeting.

(xiii). After carrying out the necessary verification/scrutiny, the DIC shall forward the subsidy claims to the Director of Industries (DI) within 60 (Sixty) days from the date of receipt of claim from the industrial unit. In exceptional circumstances, if there is delay, then the reason for the same must be provided in writing by the concerned authority of DI.
(xiv). While forwarding the subsidy claims to the DI, the system of "First in first out (FIFO)" shall be maintained by the DICs and in case of any deviation, the details of such subsidy claim applications including serial number (mentioned at Sl. No. (ix)) and the reason for not forwarding these applications, shall also be forwarded to the DI.

(xv). The DI shall designate an officer by post to certify the completeness of the claim documents forwarded by the DIC.

(xvi). The State Government/Union Territory Administration concerned shall set up a State Level Committee (SLC) as per the provisions of the scheme.

(xvii). The DI should ensure that all claims are placed before the SLC within 90 (Ninety) days from the date of receipt of the claims from DIC. In exceptional circumstances, if there is delay, then the reason for the same must be provided in writing by the concerned authority of DI. DIC wise details of subsidy claims in which “First in first out (FIFO)” has not been followed either by the DICs (refer Sl. No. (xiv)) or by the DI shall also be placed before the SLC and the same shall form part of the Agenda Note as well as the minutes of the SLC meeting.

DI shall maintain a matrix as per Annexure-V of the scheme notification in respect of every industrial unit registered under the scheme. The Director and Financial Advisor of the DI concerned shall submit to the SLC a check-list as per Annexure-VI of the scheme notification for each and every claim which is placed before the SLC for its consideration.

(xviii). Meeting of SLC must be held on regular basis (at least once in a quarter) to avoid accumulation of cases pertaining to subsidy claims under the scheme. The Agenda for the SLC meeting must be circulated fifteen (15) days in advance to all the members.

(xix). The quantum of subsidy payable to an industrial unit should be worked out/calculated as per the provisions of the scheme.

(xx). DIC, DI and the SLC shall ensure the subsidy is not provided to the industrial units or on the raw materials/finished goods which are covered under the ‘Negative List’ given at Annexure – II of the scheme notification.

(xxii). The minutes of the SLC meeting shall be forwarded to all the members including DIPP within 10 days from the date of the meeting. If any subsidy claim is either rejected or deferred by the SLC, the reason for doing so shall be recorded in the minutes of its meeting.

(xxii). All the cases of subsidy claims approved by the SLC shall be subjected to pre-scrutiny (in case of NER States only).
(xxiii). On receipt of minutes of the SLC meeting, DIPP shall arrange for Pre-scrutiny (in the States of NER) by deputing a team. The mandate of the pre-scrutiny team is to check that the subsidy claims are as per the Check List of the scheme as well as, as per the extant provisions of the scheme. Pre-scrutiny will be carried out at the office of NEDFi/ DI concerned. Pre-scrutiny report shall be forwarded to the State Government concerned and NEDFi by DIPP. The total time period from deputing pre-scrutiny team up to submission of report by the team will be approximately 45 days.

(xxiv). DIPP shall arrange for release of funds (subject to availability) to the ‘Nodal Agency’ concerned for the subsidy claims cleared by SLC or in pre-scrutiny (in case of NER States only) within 30 days from the date of receipt of pre-scrutiny report. A copy of the sanction order along with the list of beneficiary industrial units shall also be endorsed to the State Government concerned.

(xxv). The subsidy amount shall be disbursed to the beneficiary industrial unit by the Nodal Agency units through electronic fund transfer (NEFT/RTGS). ‘Nodal Agency’ shall disburse the subsidies within 30 (Thirty) days from the date of receipt of funds from DIPP.

(xxvi). ‘Nodal Agency’ shall also carry out audit of at least 10% of the subsidy claims cases and disburse the subsidy against such cases with in 60 (sixty) days from the date of receipt of funds from DIPP. Progress of the 10% audit cases shall be intimated to DIPP on monthly basis.

(xxvii). The industrial unit shall be required to furnish Annual Progress Report (APR) as per the prescribed format to the DIC with a copy to DI. Information regarding receipt of the latest APR shall be a part of the Agenda Note for the SLC meetings.

(xxviii). In addition, the provisions contained in the FSS, 2013 Notification dated 22/01/2013 as amended from time to time shall also be followed. A copy of the notification on the scheme is Annexed.

(xxix). A flow chart, indicating the various stages involved in processing of the subsidy claims under the scheme along with tentative time-lines for each stage is enclosed for guidance of all concerned.

(.xxx). If at any subsequent stages, it is found that subsidy claims recommended by the SLC are not actually eligible due to non-compliance of certain provisions of the scheme, DIPP may seek comments/clarifications from the concerned SLC.
APPLICATION FORM FOR REGISTRATION UNDER FREIGHT SUBSIDY SCHEME, 2013.
(For new unit)
(to be submitted in quadruplicate)

1. a Name of the industrial unit & location:
   (i) Village/Police Station
   (ii) District

   b Complete address with telephone No.
      (i) Factory with telephone no
      (ii) Registered office with telephone no

2. a Constitution of the unit (please specify
   whether Proprietorial / partnership / Private
   Limited / Limited company / Cooperative
   Society)

   b Names, address(es) of the Proprietor/
      partners / Directors of Board of Directors /
      Secretary and President of the Cooperative
      Society (Please attach separate sheet, if
      necessary)

3. Proposed date of commencement of
   commercial production of unit:

4. Whether the industrial unit falls under
   Manufacturing sector OR Service sector:

5. Details of Registration with the concerned
   Department

   A. If manufacturing sector, please indicate:
      i. Acknowledgement No./date of
         Entrepreneur Memorandum (EM) – part-i
         (if any) of MSME

      ii. Acknowledgement No./date of Industrial
          Entrepreneur Memorandum (IEM) (if any)
          of DIPP.

   B. If Service sector, please indicate requisite
      Registration/License No. from the
      concerned Department. (if any):
6. Particulars/Details of Fixed Capital
   Investment proposed (Amount in Rs)
   a. Land
   b. Site Development
   c. Building
      i. Factory building
      ii. Office building
   d. Plant and Machinery/component/ items :
   e. Electrical Installation :
   f. Preliminary & pre-operative expenses :
   g. Miscellaneous fixed assets
   Total

7. Proposed requirement of Power/Electricity
   (KW/MW)

8. Annual Production Capacity proposed:
   Name of the Product(s)/Service rendered
   (i)
   (ii) ..etc.

9. Raw materials
   Name(s) of the Raw Materials used
   (i)
   (ii) ..

10. Proposed Employment Generation in the
    unit in various fields of work
    a. Managerial
    b. Supervisory Staff
    c. Skilled Worker

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<th></th>
<th>Quantity</th>
<th>Value in Rupees</th>
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</table>
d. Semi-Skilled worker

e. Unskilled worker

f. Others

11. Declaration

I / We solemnly declare that the information furnished in this application is correct and true to the best of my/our knowledge and belief.

Place: ____________________________

Date: ____________________________

Signature: _______________________

Full name of the applicant/authorized signatory: __________________________

Seal: ____________________________
ENQUIRY REPORT

Certified that I have personally visited the unit of M/s ......................... on .................. and examined the documents in original pertaining to this application for registration and found them in order.

Further it is certified that the item of production does not fall in the negative list as defined in Annexure-II to under FSS, 2013.

Recommended for grant of registration under FSS, 2013.

Date: 
Place: 

Signature of the Enquiry Officer
Designation /

FOR OFFICIAL USE IN DISTRICT INDUSTRIES CENTRE (DIC) ONLY

The application of M/s .............................................................. along with enclosures have been scrutinized and found in order. The item of production does not fall in the negative list as defined in Annexure II of Freight Subsidy Scheme, 2013.

Recommended for grant of registration under Freight Subsidy Scheme, 2013.

Date: 
Place: 

Signature of the Officer concerned
Designation / Office seal
GOVERNMENT OF ........................
OFFICE OF THE GENERAL MANAGER : DISTRICT INDUSTRIES CENTRE.........
CERTIFICATE OF REGISTRATION UNDER FREIGHT SUBSIDY SCHEME, 2013.

M/s ................................. is hereby registered under Freight Subsidy
Scheme, 2013 and registration number allotted to it under this Schemes is
DIC/........./ /20......./ Dated ..........

Place: ................................ Signature of the General
Manager .................................. District Industries Centre
Date: ..................................

NOTE: The DIC concerned will forward a copy of this application for registration
(without enclosures) along with the registration (Form:1A and Form:1A.1) certificate
to:

(1) Directorate of Industry concerned.
(2) Nodal Disbursing Agency.
CHECKLIST: REGISTRATION (NEW UNIT)

Certified /Attested photocopies of the documents required to be submitted by NEW UNITS along with the application form for registration under Freight Subsidy scheme, 2013.

1. Constitution/Type of the unit
   (a). In case of Private Limited / Public Limited company:
      i. Registration Certificate under Companies Act
      ii. Memorandum of Article of Association
      iii. Names and address of the Directors with their PAN no
   (b). In case of Partnership Firm:
      i. Deed of partnership
      ii. Name and address of the Partners with their PAN no
      iii. General Power of Attorney
   (c). In case of Co-operative Society
      i. Registration Certificate
      ii. Article of memorandum of Association
      iii. Resolution of the General Body Meeting for registration of the unit

2. Registration No.
   i. EM Part-I,
   ii. Part-II /IEM/LOI/IL (if any)

3. Mandatory ‘No objection certificate’ from local body/any other authority. (e.g Pollution Control Board etc.)

4. Sanction letter of term loan/working capital loan, if any, from Bank/Financial Institution concerned
5. Certificate of Mandatory/Obligatory registration/approval from the concerned Department as applicable (in the case of Service sector units)

6. Any other document that may be required as per direction of State Government/ Directorate of Industries.
<p>| | | |</p>
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</table>
| 1 a | Name of the industrial unit & location  
   (i)Village/Police Station  
   (ii)District |   |
|   | b | Complete address with telephone no.  
   (i)Factory  
   (ii)Registered Office |   |
| 2 a | Constitution of the unit (please specify whether Proprietorial / partnership / Private Limited / Limited company / Cooperative Society) |   |
|   | b | Name(s), address(es) of the Proprietor/ partners / Directors of Board of Directors / Secretary and President of the Cooperative Society (Please attach separate Sheet, if necessary) |   |
| 3 | Proposed date of commencement of commercial production of unit after expansion |   |
| 4 | Whether the industrial unit falls under Manufacturing sector OR Service sector |   |
| 5 | Details of Registration with the concerned Department. |   |
| A | If manufacturing sector, please indicate |   |
|   | i | PMT registration no with date  
/Acknowledgement No./date of Entrepreneur Memorandum (EM) – part-I/Part-II (if any) of MSME |   |
<p>|   | ii | Acknowledgement No./date of Entrepreneur Memorandum (IEM) (if any) of DIPP. |   |
| B | If Service sector, please indicate requisite Registration/License No. from the concerned Department (if any) |   |
| 6 | Fixed Capital Investment: (Amount in Rs) |   |</p>
<table>
<thead>
<tr>
<th>Particulars</th>
<th>Exitting Investment</th>
<th>Additional investment proposed for expansion</th>
<th>Total</th>
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<tbody>
<tr>
<td>a. Land</td>
<td></td>
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<tr>
<td>b. Site Development</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>c. Building</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>i. Factory building</td>
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<tr>
<td>ii. Office building</td>
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<tr>
<td>d. Plant and Machinery/ component items</td>
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<tr>
<td>e. Electrical Installation</td>
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<td>f. Preliminary &amp; preoperative expenses</td>
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<td>g. Miscellaneous fixed assets</td>
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<td><strong>Total</strong></td>
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### 7. Details of land and building:

#### A. Land:

**a. Own land:**

i. Land area, Revenue village, Dag No. & Patta No.:

ii. Date of Purchase:

iii. Date of registration:

**b. Land allotted by Government/ Government agency:**

i. Date of allotment/agreement with area of land:

ii. Date of taking over possession:
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<tr>
<td>c</td>
<td>Lease hold land :</td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>Date of registration of lease deed :</td>
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<td>ii.</td>
<td>Period of lease :</td>
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<tr>
<td>B</td>
<td>Building</td>
<td></td>
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<tr>
<td>a</td>
<td>Own building/rented building :</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>In case of own building</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Build up area prior to expansion :</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Proposed built up area after expansion</td>
<td></td>
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</tbody>
</table>

8. Details of electricity utilization

i. | Sanctioned load prior to expansion : |   |
ii. | Connected load prior to expansion : |   |
iii. | Whether requirement of additional load is essential for expansion, If so, the quantum of additional load required/applied for. |   |

9. Production Capacity

<table>
<thead>
<tr>
<th>Name of the Product(s)/Service rendered</th>
<th>Annual installed capacity prior to expansion</th>
<th>Proposed annual installed capacity after expansion</th>
</tr>
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<tbody>
<tr>
<td>(i)</td>
<td>Quantity</td>
<td>Value in Rupees</td>
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<td>(ii)</td>
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<td>(iii)</td>
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10. Raw Materials

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<tr>
<th>Annual requirement prior to expansion</th>
<th>Proposed annual requirement after expansion</th>
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<tr>
<td>(i)</td>
<td>Quantity</td>
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<td>(ii)</td>
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<td>(iii)</td>
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11. Employment Generation in the unit in various fields of work

<table>
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<tr>
<th>Prior to expansion</th>
<th>Proposed additional employment for expansion</th>
<th>Total</th>
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<tr>
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<td>Managerial</td>
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<tr>
<td>b</td>
<td>Supervisory Staff</td>
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<td>C</td>
<td>Skilled Worker</td>
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<tr>
<td>d</td>
<td>Semi-Skilled Worker</td>
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<tr>
<td>e</td>
<td>Unskilled Worker</td>
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<tr>
<td>F</td>
<td>Others</td>
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</tbody>
</table>

12. Declaration

I/We ...................................................... solemnly declare that the information furnished in this application for registration under the __________ are correct and true to the best of my/our knowledge and belief.

Signature

Place: Full name of the applicant/authorised signatory
Date: Seal:

ENQUIRY REPORT

Certified that I have personally visited the unit of M/s ................................ on ................................ and examined the documents in original pertaining to this application for registration for 'substantial expansion' and found them in order.

Further, it is certified that the item of production does not fall in the negative list as defined in the notification of the scheme.

Recommended for grant of registration for substantial expansion under Freight Subsidy Scheme, 2013.

Date: Signature of the Enquiry Officer
Place: Designation:

FOR OFFICIAL USE IN DISTRICT INDUSTRIES CENTRE (DIC) ONLY

The application of M/s ...................................................... along with its enclosures has been scrutinized and found in order. The item of production does not fall in the negative list as defined in Annexure-II to the notification dated 22.01.2013 on Freight Subsidy Scheme, 2013.

Recommended for grant of registration under Freight Subsidy Scheme, 2013.

Date: Signature of the Officer concerned
Place: Designation / Office seal
Form : 1B.1

GOVERNMENT OF .......

OFFICE OF THE GENERAL MANAGER : DISTRICT INDUSTRIES CENTRE

CERTIFICATE OF REGISTRATION UNDER FREIGHT SUBSIDY SCHEME, 2013
(For existing unit undertaking substantial expansion)

M/s ........................................ is hereby registered under Freight Subsidy Scheme, 2013 and the registration No. allotted to it under the Scheme is DIC/................./FSS/ 20............../.... Dated .........

Place: .......................................................... Signature of the General Manager

Date: .......................................................... District Industries Centre....

NOTE: The DIC concerned will forward a copy of this application for registration (without enclosures) along with the registration (Form:1B and Form:1B.1) certificate to:

1. Directorate of Industry concerned.
FORM: 1B(i)

CHECKLIST: REGISTRATION (EXISTING UNIT)

CERTIFIED / ATTESTED PHOTOCOPIES OF THE DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM FOR REGISTRATION UNDER FREIGHT SUBSIDY SCHEME, 2013 BY EXISTING UNITS UNDERTAKING SUBSTANTIAL EXPANSION.

1. Constitution of the unit
   a. In case of Private Limited/Public Limited company
      (i) Registration Certificate under Companies Act
      (ii) Memorandum of Article of Association
      (iii) Names & address of the Directors with their PAN no.
   b. In case of partnership Firm
      (i) Deed of Partnership
      (ii) General Power of Attorney
      (iii) Names & address of the Partners with their PAN no.
   c. In case of Co-operative Society
      (i) Registration Certificate from the Jt. Register of Co-operative Society
      (ii) Resolution of the General Body for registration of the unit
      (iii) Article of memorandum of Association

2. Registration
   (i) Permanent (PMT) registration/Entrepreneurs Memorandum (EM) Part II/IEM /LOI/IL (wherever applicable)
   (ii) Certificate of Mandatory/Obligatory registration/approval from the concerned department as applicable. (in case of service sector unit)

3. Project Report

4. Mandatory No objection certificate from local body/authority (e.g Pollution Control Board etc.)

5. Term loan sanction letter from Bank/Financial Institution

6. Land & Building (existing)
   a. In case of own land
      Purchase deed / gift deed/ any other document to establish the ownership.
   b. In case of Industrial land allotted by any Government Agency
      (i) Deed of agreement
      (ii) Up-to-date rent receipt
   c. In case of Industrial land allotted by any Government Agency
      (i) Deed of agreement
      (ii) Up-to-date rent receipt
   d. In case of leasehold land from a private owner
      (i) Registered Lease deed
   e. In case of Government land/plot allotted by Government


i. Allotment letter and trace map
ii. Premium payment receipt

7. Power sanction letter from State Electricity Board/ Competent authority

8. NOC / Consent for operation from Pollution Control Board.

9. List of employees with name, address and designation

10. Audited Balance sheet for the last three accounting years

11. Any other documents that may be required as per directions of State Government / Directorate of Industries & Commerce
FLOW CHART FOR HANDLING SUBSIDY CLAIMS UNDER TRANSPORT SUBSIDY SCHEME, 1971/ FREIGHT SUBSIDY SCHEME, 2013

1. Physically verify unit.
2. Verify Claim documents.
3. Recommend.

Industrial Unit → DIC

(365)

D of I

1. Certify completeness of documents.
2. Arrange SLC meeting.

→ SLC

(90)

Decide/Recommend as per Scheme guidelines.

→ D of I

(15)

(30)

Forward minutes of SLC meeting.

→ DIPP

DIPP

1. Depute Pre-scrutiny Team.
2. Conduct pre-scrutiny & obtain report.

NEDFi

(30)

1. Examine & forward pre-scrutiny report to NEDFi & D of I.
2. Release funds

Note: 1. Italic bracketed figures are the expected time lines in number of days.
2. Expected time from the date of submission of claims upto the receipt of subsidy by the Industrial units - 280 days.

DIC - District Industries Centre.
D of I - Directorate of Industries.
SLC - State Level Committee.
DIPP - Department of Industrial Promotion and Policy.